

## INSTRUCTIONS FOR FILING SHORT FORM - P.Z.D.

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790, and complete the required application forms. These consist of:
  - (A) a rezoning application to deal with establishment of P.Z. D. classification
  - (B) a preliminary plat application.
2. The applicant shall submit as part of the application:
  - (A) three (3) copies of a survey, prepared by a professional surveyor. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
  - (B) eighteen (18) copies of a site plan, **folded to legal size**.
3. Supplemental material required shall be as follows:
  - (A) a cover letter setting forth the development rationale, including legal and structural composition of the project;
  - (B) an outline of the project as set forth within the ordinance, quantifying the plan;
  - (C) a sketch plan indicating typical buildings, siting, and access to the site.
4. All applicants must submit a copy of the bill of assurance for the subdivision within which the subject property is located. Copies of bills of assurance are available at the Pulaski County Circuit Clerk's office located at 401 West Markham Street. If the property is not located in a subdivision with a bill of assurance, the applicant must submit a statement to that effect in conjunction with submission of the application.
5. A filing fee, as prescribed by ordinance, shall be paid to the City Collector's Office immediately after receipt and acceptance of the application.
6. After properly filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (NOTE: This notice is not a petition of approval or disapproval.)

Before the Planning Commission shall consider a P.Z.D. request on any property, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all record owners of property situated within 200 feet thereof as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s) and the petitioner shall execute and file with the Planning Staff an Affidavit showing compliance herewith attaching as exhibits to said Affidavit official evidence that said notices have been so mailed. (A return receipt is not required.)

7. The Affidavit required and supporting exhibits (green and white mail receipts, certified abstract list of property owners of record, and copy of notice) shall be filed with the Department of Planning and Development no later than six (6) calendar days prior to the meeting date.
8. The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least thirty (30) calendar days before the meeting. If, for any reason, the sign should be destroyed or torn down, a replacement may be obtained from this office.
9. The applicant should be present at the meetings scheduled in order to answer any questions the Commission members or interested parties may have. Usually, three meetings are involved. They are the Subdivision Committee Meeting, Planning Commission Public Hearing, and the City Board Meeting.

### PLEASE NOTE:

- 1) SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.
- 2) AFTER EACH DOCKET CLOSING, STAFF WILL REVIEW THE RECLASSIFICATION REQUESTS TO SEE IF THE PROPOSAL CONFORMS TO THE ADOPTED LAND USE PLAN. IF THE PROPOSED RECLASSIFICATION IS IN CONFLICT WITH THE PLAN, A PLAN AMENDMENT WILL BE REQUIRED. IF A LAND USE PLAN AMENDMENT IS REQUIRED, THE APPLICATION MUST BE FILED BY THE FRIDAY OF THE FILING WEEK, OR THE APPLICATION FOR RECLASSIFICATION WILL NOT BE PLACED ON THE PLANNING COMMISSION AGENDA.

APPLICATION FOR  
PLANNED ZONING DEVELOPMENT - SHORT FORM

CASE FILE NO. Z-\_\_\_\_\_

PLANNING COMMISSION MEETING DOCKETED FOR \_\_\_\_\_  
at \_\_\_\_\_ p.m.

Application is hereby made to the Board of Directors of Little Rock, Arkansas through the Planning Commission pursuant to Arkansas law on City planning, Act 186 of 1957, Acts of Arkansas, and Section 36 of the Little Rock Code of Ordinances as amended, petitioning for classification of the following described area as a Short Form Planned Zoning Development.

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title to this property is vested in: \_\_\_\_\_

**If an individual other than the title holder files this application, attachment of a letter is required authorizing this person to act on behalf of the title holder.**

It is desired that the boundaries shown on the District Map be amended and that this area be amended and that this area be reclassified from the present \_\_\_\_\_ District to \_\_\_\_\_ District.

Present Use of Property: \_\_\_\_\_  
Desired Use of Property: \_\_\_\_\_

It is understood that notice of the public hearing hereon before the Little Rock Planning Commission will be published at least fifteen (15) days prior to said hearing in a daily newspaper as required by Act 186 of the 1957 Acts of Arkansas and Section 23 of said Ordinance, and that notice of preliminary hearing before the Commission must be circulated by the applicant to all other parties in interest, including owners of land within 200 feet of the boundary of the area under consideration as required by the rules of the Commission, and that the cost of these notices shall be borne by the applicant.

(OWNER) \_\_\_\_\_ MAIL ADDRESS: \_\_\_\_\_  
or (AGENT) \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_

FILING FEE: \_\_\_\_\_ P.C. APPROVED: \_\_\_\_\_  
Collectors P.C. DENIED: \_\_\_\_\_  
\$ \_\_\_\_\_ paid stamp BD. OF DIR. APPROVED: \_\_\_\_\_  
here ORDINANCE NO. \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary of Commission or  
Authorized Agent

INFORMATION SHEET FOR  
SUBDIVISION, PZD's, ZONING  
OR SUBDIVISION SITE PLAN REVIEWS

ITEM NO. \_\_\_\_\_ DATE \_\_\_\_\_

FILE NO. \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

AREA \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

FT. NEW STREET \_\_\_\_\_

ZONING \_\_\_\_\_

PROPOSED USES \_\_\_\_\_

PLANNING DISTRICT \_\_\_\_\_

CENSUS TRACT \_\_\_\_\_

VARIANCES REQUESTED

- 1.)
- 2.)
- 3.)
- 4.)

**SITE PLAN REVIEW CRITERIA  
ZONING, SUBDIVISION, CONDITIONAL USE,  
VARIANCE OR P.Z.D.**

The following list is the minimum criteria for submittal of a Site Plan Review issue, whether for Planning Commission or Board of Adjustment approval. This information shall be included in all submittals on or before the docket closing date for the issue involved. It may be necessary for individual development applicants to contact either the City Engineer or the utility companies for purposes of determining this information.

- a. All permanent buildings and structures proposed or existing with dimensions on the buildings and setbacks from property lines.
- b. All parking areas, whether existing or proposed, and the radius on all drive lanes, curves or turns.
- c. All points of ingress or egress to the site from adjacent streets or properties and dimensions of drives.
- d. All drives and streets intersecting all boundary streets across from the site are to be indicated and properly dimensioned.
- e. Availability of public utilities, indicating the line size and location.
- f. All on-site fire hydrants, both existing and proposed.
- g. All on-site water systems, both existing and proposed.
- h. All property lines with dimensions.
- i. Existing right-of-way dimensions on abutting streets and all street names clearly delineated.
- j. Areas within the development site to be devoted to landscaping.
- k. Provide the required number of handicap parking spaces.

The above material being a minimum criteria for submittal will be viewed as necessary in order to review an application. Failure to disclose any of this material or provide same on the site plan may be cause for withdrawal or deferral of your request.

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION TO ESTABLISH A  
SHORT-FORM PLANNED ZONING DEVELOPMENT**

To ALL owners of land lying within 200 feet of the boundary of the property located at:

Address: \_\_\_\_\_

General Location: \_\_\_\_\_

Owned by: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for a Planned Zoning Development of the above property requesting a change of classification from \_\_\_\_\_ District to \_\_\_\_\_ has been filed with the Department of Planning and Development. A public hearing on said application will be held by the Little Rock Planning Commission in the Board of Directors Chamber, Second Floor, City Hall, on \_\_\_\_\_ , at \_\_\_\_\_ p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place, or may notify the Planning Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development, 723 W. Markham, 371-4790, and to review the application and discuss same with the Planning staff.

=====

**AFFIDAVIT**

I hereby certify that I have notified all the property owners of record within 200 feet of the above property that subject property is being considered for rezoning and that a Public Hearing will be held by the Little Rock Planning Commission at the time and place described above.

Applicant (owner or authorized agent) \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

AFFIDAVIT

I, \_\_\_\_\_ certify by my signature below that I hereby  
authorize \_\_\_\_\_ to act as my agent regarding the  
\_\_\_\_\_ of the below described property.

Property described as:

\_\_\_\_\_  
Signature of Title Holder

\_\_\_\_\_  
Date

Subscribed and sworn to me a Notary Public on this \_\_\_\_\_ day of  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**STREET RIGHT-OF-WAY  
AGREEMENT**

CASE NO. Z- LOCATION/ADDRESS

DATE

DOCKETED FOR MEETING ON

I, , do hereby agree/disagree to dedicate to the public any needed right-of-way as required by the Master Street Plan for a public street abutting property on which I am requesting Planned Zoning District.

I, , agree/disagree to provide at my expense an easement deed and/or other documents as necessary conveying such right-of-way to the public.

APPLICANT/OWNER DATE

(IF THE ABOVE SIGNATURE REPRESENTS AN APPLICANT OTHER THAN THE TITLE HOLDER, ATTACHMENT OF A LETTER IS REQUIRED AUTHORIZING THIS PERSON TO ACT IN BEHALF OF THE TITLE-HOLDER.)